



Task Title: Paying Household Bills

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: The learner will write cheques for household bills and track monthly expenses.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Interpret documents/A2.2
- Communicate Ideas and Information/Complete and create documents/B3.1a
- Understand and Use Numbers/Manage money/C1.2

Materials Required:

- Pen/pencil and paper and/or digital device
- Calculator or digital device with calculator function (optional)

Notes for Instructors/Practitioners

This task requires the learner to fill in cheques by hand. Print out the cheques beforehand and give them to your learner. You can also print the Record of Cheques and Monthly Budget, or your learner can complete this question electronically. A calculator is optional.

Learner Information

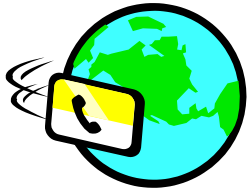
Most people track their monthly expenses and the amount of money they have in their account after paying each bill.

Look at Veena Hamilton's monthly bills for

- phone
- water
- electricity
- cable

Scan the "Cheques" and "Record of Cheques and Monthly Budget".

Global Phone



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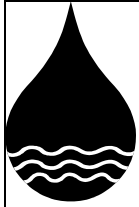
Veena Hamilton

Account Number
416-225-8448

Bill date: May 4, 2024

Account Summary

<u>Previous charges</u>	Amount of last bill	64.34	
	Payments	63.34cr	
	Adjustments	.00	
	Balance forward	<u>.00</u>	
<u>Current charges</u>	Monthly services (Mar 22 to Apr 21)	49.64	
	Changes	.00	
	Chargeable messages	5.10	
	GST 100458652	3.84	
	PST	4.08	
	Total current charges	<u>62.66</u>	
Total amount due			62.66
<small>Please pay upon receipt. To avoid a Late Payment Charge, please ensure we receive your payment on or before Apr 21, 2002.</small>			



WATER Bill

Make cheque payable to:
Treasurer, City of Tonto
Mail to: Treasurer,
Box 600
Tonto, Ontario
M5L 5L6

Account #

000037788 8988

Meter #

12577008

Amount Paid

Amount due

\$46.06

Due Date

27/Sep/2024

For enquiries pertaining to your
account call 444-2323

Please return this portion with your payment

WATER Bill

Account #

000037788 8988

Meter #

12577008

Current Reading Date

Reading

02/Aug/2024

868890.00

Previous Reading Date

Reading

29/Mar/2024

861056.00

Previous Payment

\$37.78

Total Consumption

7834 gallons

Due Date

27/Sep/2024

Amount Due

\$46.06

Last billing \$37.78

Payment (thank you) -\$37.78

Balance \$0.00

Current Billing

Total 7834 gallons @ .00588 \$46.06

Total Current Billing (incl. previous balance) **\$46.06**

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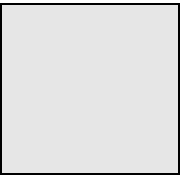
ELECTRICITY BILL CUSTOMER: VEENA HAMILTON					
Meter Number	Bill for:	Days	Current meter reading	Previous meter reading	Kilowatt Hours Used
0126923	Oct 2/24 – Nov 2/24	31	88472	87691	781
<div style="margin-left: 100px;"> Customer Charge.....14.97 *Delivery charge @ \$.03 /KWH.....23.43 Debt retirement charge @\$.007/KWH5.47 Electricity Charge @ \$.043/KWH33.58 Water Heater Rental7.00 Total..... 84.45 GST5.91 <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: 100px;"> Total.....\$90.36 </div> </div> <div style="margin-left: 100px; margin-top: 20px;"> Due Date: Dec 4 2024 </div> <div style="margin-left: 100px; margin-top: 20px;"> <i>*includes distribution, transmission and wholesale operations charges</i> </div>					

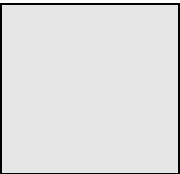
Rogers Television

Changes since your last bill	Mar 16 - Mar 21	\$
Savings: Loyalty Offer Bundle- ends Mar 21/20		-2.96
Total changes since your last bill		-2.96
Monthly charges	Mar 16 - Apr 15	\$
2 Digital Adapter		0.00
MTV		2.51
HDTV Channel Pak		0.00
Select		32.48
Select Specialty Package		18.00
Total monthly charges		52.99
Other charges and credits		\$
Savings: Ongoing Bundle Discount		-10.00
Total other charges and credits		-10.00
Total before taxes		40.03
HST: 815781448		5.20
Total for TV		\$45.23


Rogers cable monthly charges


Cheques

<p>VEENA HAMILTON 777 ANY STREET TORONTO, ONTARIO</p> <p>PAY TO _____ THE ORDER OF</p> <p>_____ / 100 DOLLARS</p> <p>Memo _____</p>	<p>598</p> <p>DATE _____</p> <p>\$ </p> <p>_____ / 100 DOLLARS</p>
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<p>VEENA HAMILTON 777 ANY STREET TORONTO, ONTARIO</p> <p>PAY TO _____ THE ORDER OF</p> <p>_____ / 100 DOLLARS</p> <p>Memo _____</p>	<p>599</p> <p>DATE _____</p> <p>\$ </p> <p>_____ / 100 DOLLARS</p>
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Task Title: PayingHouseholdBills_I_A2.2_B3.1a_C1.2

VEENA HAMILTON 777 ANY STREET TORONTO, ONTARIO		600
DATE _____		
PAY TO THE ORDER OF	_____	\$ 
_____ /		100 DOLLARS
Memo	_____	_____

VEENA HAMILTON 777 ANY STREET TORONTO, ONTARIO		601
DATE _____		
PAY TO THE ORDER OF	_____	\$ 
_____ /		100 DOLLARS
Memo	_____	_____

Task Title: PayingHouseholdBills_I_A2.2_B3.1a_C1.2

VEENA HAMILTON 777 ANY STREET TORONTO, ONTARIO		602
DATE _____		
PAY TO THE ORDER OF _____	\$ 	
_____ / 100 DOLLARS		
Memo _____		

VEENA HAMILTON 777 ANY STREET TORONTO, ONTARIO		603
DATE _____		
PAY TO THE ORDER OF _____	\$ 	
_____ / 100 DOLLARS		
Memo _____		

Record of Cheques and Monthly Budget

Check No.	Date	Payment/Deposit	Check amount -		Amount of deposit +		Balance	
							\$3,465	00

Work Sheet

Task 1: Using the cheques provided, write a cheque for each of Veena's monthly bills. Use today's date and sign Veena Hamilton's name. Write an additional cheque, dated for the first day of next month, for \$978 to Reynolds Corporation for Veena's rent.

Answer: No written response required here.

Task completed: Yes: ☐

Task 2: Record the amount of each cheque you wrote in Task 1 in the Record of Cheques and Monthly Budget. The beginning balance is \$3,465.00. For each entry remember to calculate the new balance.

Answer: No written response required here.

Task completed: Yes: ☐

Answers

Task 1: Using the cheques provided, write a cheque for each of Veena's monthly bills. Use today's date and sign Veena Hamilton's name. Write an additional cheque, dated for the first day of next month, for \$978 to Reynolds Corporation for Veena's rent.

Answer: Completed cheques should have all information accurately written in the appropriate place with today's date for all bills and the first of next month for the rent cheque. Writing should be clear and legible. Veena Hamilton's name should be signed.

Task 2: Record the amount of each cheque you wrote in Task 1 in the Record of Cheques and Monthly Budget. The beginning balance is \$3,465.00. For each entry remember to calculate the new balance.

Record of Cheques and Monthly Budget Record

Check No.	Date	Payment/Deposit	Check amount -		Amount of deposit +		Balance	
							\$3,465	00
598	(today's date)	Phone (Global Phone)	62	66			\$3,402	34
599	(today's date)	Electricity	90	36			\$3,311	98
560	(today's date)	Water (City of Tonto)	46	06			\$3,265	92
561	(today's date)	Cable (Rogers)	45	23			\$3,220	69
562	(First of next month)	Rent (Reynolds Corporation)	978	00			\$2,242	69

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A2.2	performs limited searches using one or two search criteria			
	extracts information from tables and forms			
	uses layout to locate information			
	makes connections between parts of documents			
	makes low-level inferences			
B3.1a	makes a direct match between what is requested and what is entered			
C1.2	calculates using numbers expressed as whole numbers, fractions, decimals, percentages and integers			
	chooses and performs required operation(s); may make inferences to identify required operation(s)			

Task Title: PayingHouseholdBills_I_A2.2_B3.1a_C1.2

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
C1.2 cont'd	selects appropriate steps to reach solutions			
	represents costs and rates using monetary symbols, decimals and percentages			
	uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation)			

This task: Was successfully completed ☐ Needs to be tried again ☐

Learner Comments:

Instructor (print):

Learner (print):
